



INSTRUCTIONS

- Read this information before completing this form.
- Type or print clearly in ink.
- Complete all information requested, including signature.
- **If renewing by mail, submit this form with the appropriate renewal application and renewal fee no earlier than 3 months prior to license expiration date. You may also submit this information and renewal application online at www.bre.ca.gov.**
- If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

COURSE CATEGORIES & MANDATORY HOURS

- Do not confuse *continuing education* courses with *statutory* courses. Statutory courses are required for real estate examination qualification.
- Renewing licensees must complete and submit a Continuing Education Course Verification (RE 251) reflecting the appropriate hours of approved CE:

Real Estate Salespersons Who Qualified by Passing the Examination and Submitted a License Application Prior to October 1, 2007 (First Renewal Only)

Must complete:

- A three-hour course in *Ethics*
- A three-hour course in *Agency*
- A three-hour course in *Fair Housing*
- A three-hour course in *Trust Fund Handling*
- A three-hour course in *Risk Management*

Real Estate Salespersons Who Qualified by Passing the Examination and/or Submitted a License Application on or after October 1, 2007 and Real Estate Brokers (First Renewal Only)

Must complete a total of 45 clock-hours of approved continuing education courses which includes:

- Five separate three-hour courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management*;
- A minimum of 18 clock hours of *consumer protection* courses; and
- The remaining clock hours required to complete the 45

hours of continuing education may be related to either *consumer service* or *consumer protection* courses.

Real Estate Salesperson and Brokers Subsequent Renewals

Must complete a total of 45 hours of approved continuing education courses which includes:

- **EITHER** 15 hours of continuing education courses in the following subjects: *Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management* **OR** one eight-hour survey course covering the five mandatory course subjects (*Ethics, Agency, Fair Housing, Trust Fund Handling, and Risk Management*);
- At least 18 clock hours of *consumer protection* courses; and
- The remaining clock hours required to complete the 45 hours of continuing education may be related to either *consumer service* or *consumer protection* courses.

CE GENERAL INFORMATION

Courses Valid for Four Years

All continuing education course offerings attended must be completed within the four-year period immediately preceding the effective date of renewal. This is normally the day after the expiration date for an on-time renewal. All licensees are allowed two years beyond the expiration date of their license to renew on a late basis by meeting the renewal requirements in effect at that time. *In this case, all course offerings must be completed within the four-year period immediately preceding the date the application is received by the Bureau.*

CE course credit expires four years from the course completion date; therefore, courses completed as part of a prior renewal requirement **cannot** be applied to a current renewal application.

Corporation Officer License

A currently licensed individual broker is not required to provide evidence of completion of 45 hours of CE to renew a corporation officer license or apply for a new corporation officer license. However, a person who is licensed only as a corporation officer must submit evidence of completion of CE requirements to a) renew the existing license, b) apply for a new corporation officer license, or c) apply for an individual broker license.

Certificates of Completion

The Certificate of Completion provided by the course sponsor, upon successful completion of the course, will include: an 8-digit certificate number, designated category, date completed, course hours, and the course title. If the certificate does not contain a valid 8-digit number, contact the course sponsor to obtain the correct number.

- *Do not contact the Bureau of Real Estate regarding certificate numbers.*
- *Do not send CE certificates of attendance to the Bureau unless specifically requested to do so.* (CE certificates should be retained by the licensee for a period of four years or until the renewal process has been successfully completed.)